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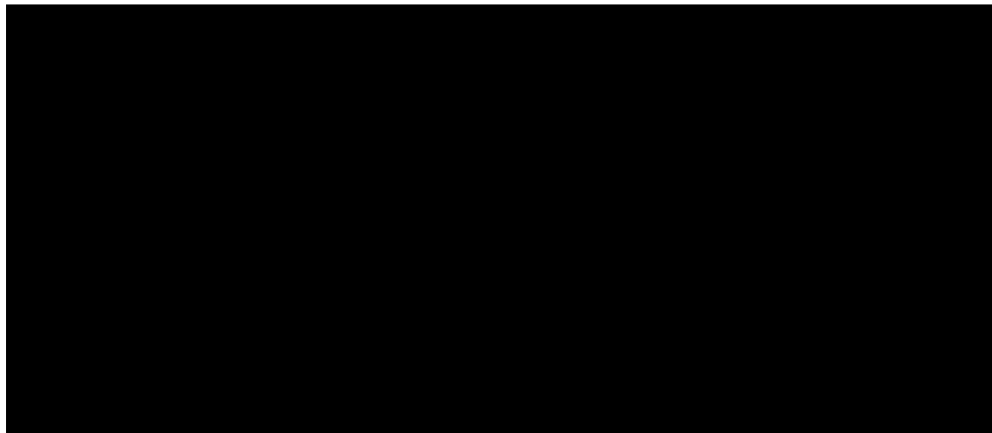
Weekly Report for Week Ending 3 September 1958  
from  
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 7 actions requiring the printing of 115,000 copies or sets of blank forms. This represents a decrease from the FY 59 weekly average of 24 actions and 309,095 copies or sets.
- (2) Approved one revised and two new forms.
- (3) Two forms were obsoleted.

b. Intangible



FOIAb3b1

(3) Travel Order Form Revision

a. Met with Mr. [REDACTED] Office of Comptroller, to discuss minor revisions of the form.

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b. The form was approved by the Offices of Logistics, Personnel and the Comptroller.

c. Notified Mr. [REDACTED] Office of DD/S and Miss [REDACTED] of DD/S approvals.

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25X1A9a

25X1A8a

d. Sent copy of form to the Comptroller for attaching to proposed Regulation No. 22-1500. [REDACTED]

25X1A9a

- (4) Met with representatives of the Printing Services Division to discuss the Printing Services Requisition, Form No. 70. Seven construction prototypes and their costs were submitted for discussion. At this time it appears that a carbon interleaved form with a high

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quality, extra light carbon would best serve the Agency's need.

25X1A9a [REDACTED]

2. Assignments

a. Active

- 25X1A9a (1) Records System of the Security Staff in connection with new building. [REDACTED]
- 25X1C4a (2) Forms aspect of the [REDACTED] Project. [REDACTED] 25X1A9a
- (3) Travel Order Revision. [REDACTED] 25X1A9a
- (4) Six Employee Suggestions.
- (5) Printing Services Division Survey. [REDACTED] 25X1A9a
- (6) Nine new and 14 revisions are pending.

3. News

- a. I returned from a month's annual leave.
- 25X1A9a b. Miss [REDACTED] started a 3 week's annual leave.

[REDACTED]

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